

Office of Health Care Quality
Mental Health Vocational Program Survey Tool
Edition 1/07

Licensee Name			
Name of Surveyor		Affiliation	
Agency Contact			
Contact Number			
Type of Survey		Date of Survey	
CSA		Contact Number	
Program Director :			
10.21.28.12A	Program Director hours	# of individuals served	
½ hour per individual (40 hour max)			

10.21.28.12C one employment specialist/ each 15 individuals. YES or NO			
10.21.17.08 and .09 Staff Name	Job Description	Resume	Employee Orientation (rights & benefits, substance abuse , ethics, program mission ,confidentiality, individual's rights, crisis management and suicide prevention, quarterly training training)
1			
2			
3			
4			
5			
6			
10.21.17.08 C Staff Transporting Individuals			
Staff name	License	Annual Driving Report	
QM Plan that collects data to evaluate service and staff performance	YES	NO	

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10.21.17.10					
Annual Program Outcome Report to CSA 10.21.17.10 D					
(a) summary of QM process					
(b) analysis of consumer satisfaction survey					
© number achieving employment					
Client Records 10.21.28					
client	Screening within 10 days of CSA authorization to determine appropriateness for service				
1					
2					
3					
4					
5					
6					
client	Orientation to include description of services, P&P for discharge, Rights & Responsibilities				
1					
2					
3					
4					
5					
6					
Face-to-Face Assessment and Planning Services					

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client	Preferences	Competencies	Barriers	Misc.
1				
2				
3				
4				
5				
6				

Individual Vocational Plan completed by Employment Specialist within 30 days of service start

client	Strengths	Needs	Goals with target date	Interventions	Staff Responsible
1					
2					
3					
4					
5					
6					

IVP Review at least every 6 months

client	Progress	Goal Changes	Intervention Changes	Client Satisfaction	Signed
1					
2					
3					
4					
5					
6					
client	Monthly Progress Summary	Strengths	Needs	Goals	Interventions
1					
2					
3					
4					
5					
6					
client	Staff shall educate client on:	Impact of employment on entitlements	Access to Social Security Programs	Other Resources	Benefits and Risks Of disclosing

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					Disability to empl.
1					
2					
3					
4					
5					
6					

Job Development and Placement Services 10.21.28.08 B

Marketing Strategy

Job Review of:

- (a) benefits and wages
- (b) Necessary work skills
- (c) Required functional abilities
- (d) Accommodations/ adaptations required
- (e) Opportunities to participate in work-related social activities
- (f) Employee orientation

Minimum Information to Applicant

- (a) job duties
- (b) salary and benefits
- (c) work schedule
- (d) responsibilities of employer
- (e) responsibilities of individual
- (f) fringe benefits
- (g) wage payment practices
- (h) nondiscrimination provisions
- (i) process for filing and resolution of grievances

The Individuals Employment Support Specialist will have at least two face-to-face contacts a month with the individual at the job site or other location to provide support in:

- (a) job coaching
- (b) strategies to remain on the job
- (c) skill development in :
 - (i) Hygiene and grooming specific to the employment environment
 - (ii) Effective communication with supervisor and coworkers

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(iii) Transportation to and from work

Additional Requirements- Supported Employment Model 10.21.28.09

The Individuals Employment Support Specialist will have at least one contact per month with the industry to receive information regarding the individual's job performance

Additional Requirements- Agency Sponsored Employment Model 10.21.28.10

A. Staff will provide *on site* support in:

- (a) supervision
- (b) skills assessment
- (c) on-the –job training
- (d) mentoring

Staff will document an assessment *at least every six months* of the individual's potential for community employment.

B. In accordance with Personnel Policy and Procedure, provide the individual with:

- (a) Employee benefits
- (b) For each pay period, a written statement that indicates gross pay, hours worked, deductions, and net pay
- © A review of the individual's wages and work performance
- (e) wages based on individual performance rather than on group wage payments;

C. If paying sub minimum wages, must document appropriate Dept. of Labor certificate

Policy and Procedure on Discharge

- (a) criteria for discontinuing services
- (b) how to re access services
- (c) notification of CSA
- (d) discharge summary

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